

# PADSTOW TOWN COUNCIL

Unit 5b  
Trecerus Industrial Estate  
Padstow  
Cornwall  
PL28 8RW

Kathy Pemberton  
Town Clerk  
Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)  
Tel: 01841 532296



15 June 2016

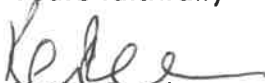
**TO: STAFFING COMMITTEE**

Councillors R Buscombe, J Murt, A Rickard, Mrs A E Symons and  
Mrs T Walter

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** at the Council Offices, Unit 5b Trecerus Industrial Estate, Padstow on **Tuesday 21 June 2016 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

  
Kathy Pemberton  
Town Clerk

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## A G E N D A

### Press & Public are invited to attend

1. **Election of Chairman/Vice Chairman**
  - i) To ELECT Committee Chair
  - ii) To ELECT Committee Vice-Chair (if committee so wishes)
2. To receive **apologies for absence**
3. To receive **announcements** (if any): For information only
4. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
5. **Public Participation**: to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
6. **To agree the minutes** of the meetings held on i) **Tuesday 12 January 2016**; and ii) **Tuesday 15 March 2016**
7. **Committee Terms of Reference**: To receive Committee's terms of reference and make any recommendations for amendment to Council (if necessary)
8. **Date of Next Meeting**: Tuesday 20 September 2016 at 6.00 pm

9. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
10. **To agree the confidential minutes** of the meetings held on i) **Tuesday 12 January 2016**; and ii) **Tuesday 15 March 2016**
11. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
12. **Personal Development Reviews:** To receive an update and discuss and decide on way forward.
13. **Overtime, Sick Leave and Training:** To note update for information.